
U.S. Department of State Records Schedule

Chapter 17: Intelligence and Research

Assistant Secretary

A-17-001-01 Chronological Files

Description: Arranged chronologically. Files contain all material signed by the Assistant Secretary for Intelligence and Research. Includes memorandums, correspondence, telegrams, reports, and other documentation. Also includes some incoming material.

Disposition: PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-35, item 1 **Date Edited:** 4/1/1999

A-17-001-02a Subject Files

Description: Memorandums, reports, telegrams, notes, correspondence, e-mail messages, briefing materials, drafts, memorandums of conversation, and other documentation on the activities, interests, and responsibilities of the Assistant Secretary for Intelligence and Research.

Disposition: PERMANENT. Cut off at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-02-07, item 1a **Date Edited:** 12/17/2002

A-17-001-02b Subject Files

Description: b. Copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY. Delete once recordkeeping copy has been produced.

DispAuthNo: N1-59-02-07, item 1b **Date Edited:** 6/25/2007

A-17-001-03 Electronic Mail and Word Processing System Copies.

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule.

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: GRS 23, item 10a **Date Edited:** 12/17/2002

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Deputy Assistant Secretaries

A-17-002-01a **Chronological Files**

Description: a. Substantive Chronological Files. Contains correspondence, reports, cables, and other material relating to functional analysis activities and issues.

Disposition: PERMANENT. Cut off every 3 years. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 1a **Date Edited:** 4/1/1999

A-17-002-01b **Chronological Files**

Description: b. Administrative Chronological Files. Routine administrative records relating to the internal administration of the office.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-91-18, item 1b **Date Edited:** 4/1/1999

A-17-002-02 **Liaison Group - Weekly Meeting**

Description: Accumulation of documents concerning intelligence issues on Canada, United Kingdom, and Australia used as background material for weekly meetings with representatives from those countries.

Disposition: Destroy when 6 months old.

DispAuthNo: N1-59-91-18, item 2 **Date Edited:** 4/1/1999

A-17-002-03 **Subject Files**

Description: Arranged by subject. Reports, memorandums, telegrams, briefing material, correspondence, intelligence reports, and other material. Files relate to the policies, plans, operations, and activities of the bureau in general, the offices overseen by incumbent, and foreign policy issues around the world.

Disposition: PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-25, item 1 **Date Edited:** 4/1/1999

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A-17-002-04 Chronological Files

Description: Arranged chronologically. Reports, memorandums, telegrams, correspondence, intelligence reports, briefing papers, and other material. Files document the activities of the Deputy Assistant Secretary for Regional Analysis.

Disposition: PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-25, item 2

Date Edited: 4/1/1999

A-17-002-05 Weekly Activities Reports

Description: Reports on activities of the Deputy Assistant Secretary for Regional Analysis and the offices that office oversees.

Disposition: PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-25, item 3

Date Edited: 4/1/1999

A-17-002-06 Routine Administrative Files

Description: Inventories, travel vouchers, leave records, and other non-substantive material relating to the running of the office.

Disposition: Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-89-25, item 4

Date Edited: 4/1/1999

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Offices for Analysis

A-17-003-01 Program Files

Description: Arranged by region, country, or subject. Contains information on the internal affairs and foreign relations of the United States and countries under each geographic region. Includes information on political, economic, military, cultural, crisis, regional organizations and pacts. Consists of press reports, telegrams and cables, memorandums, correspondence, intelligence reports, and other agency communications.

Disposition: PERMANENT. Cut off when between 2 and 10 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-25, item 5 **Date Edited:** 4/1/1999

A-17-003-02 Intelligence Research Reports (IRR)

Description: Arranged in numerical/chronological order or by country. Analyses of events, activities, and issues prepared by in-house analysts.

Disposition: PERMANENT. Cut off when 10 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old. Destroy duplicate copies when 3 years old.

DispAuthNo: N1-59-89-25, item 6 **Date Edited:** 4/1/1999

A-17-003-03 Historical Files

Description: Unique collections of records on key events, crises, or issues that have been retained in the office and kept separately from the main Program Files. Includes reports, clippings, telegrams, memorandums, and other material.

Disposition: PERMANENT. Cut off when 20 years old. Microfilm records and retire paper files to SCI storage at the National Archives. Transfer paper files to the National Archives when 30 years old. Destroy Microfilm when no longer needed.

DispAuthNo: N1-59-89-25, item 7 **Date Edited:** 4/1/1999

A-17-003-04 Reference Material

Description: Copies of other agency reports, publications, foreign newspapers and magazines, maps, and other material maintained and used as reference material on geographic issues.

Disposition: Destroy when no less than 1 year old and no more than 10 years old.

DispAuthNo: N1-59-89-25, item 8 **Date Edited:** 4/1/1999

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A-17-003-05	Biographic Files
Description:	Background information maintained on political leaders, foreign ministry officials, and military leaders. Consists of telegrams, newspaper articles, memorandums, reports from other agencies, and post reporting.
Disposition:	Retain in office. Screen and destroy when no longer needed.
DispAuthNo:	N1-59-89-25, item 9
	Date Edited: 5/7/2001
A-17-003-06	Geographic Activities Publications
Description:	In-house generated publications providing a summary of activities or issues for a particular region. Publications are generated monthly and bi-weekly. Included are publications such as INR Magazine.
Disposition:	PERMANENT. Cut off when 10 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-89-25, item 10
	Date Edited: 4/1/1999
A-17-003-07	Note to Analyst
Description:	Memorandums from the Deputy Assistant Secretary for Regional Analysis sent to Directors of each division on administrative and procedural issues.
Disposition:	See sub sections 07a through 07b for specific dispositions.
DispAuthNo:	N1-59-89-25
	Date Edited: 7/19/2007
A-17-003-07a	Note to Analyst
Description:	a. Master set in Deputy Assistant Secretary's office.
Disposition:	Retain for two years and then destroy.
DispAuthNo:	N1-59-89-25, item 11a
	Date Edited: 7/18/2007
A-17-003-07b	Note to Analyst
Description:	b. Copies sent to divisions.
Disposition:	Temporary. Retain for one year and then destroy.
DispAuthNo:	N1-59-89-25, item 11b
	Date Edited: 7/18/2007

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A-17-003-08	Contract Reports
Description:	Reports generated by outside contractors on specific geographic issues.
Disposition:	PERMANENT. Retire to RSC for transfer to WNRC when 5 years old. Transfer to the National Archives in 5 year blocks when 30 years old.
DispAuthNo:	N1-59-89-25, item 12
Date Edited:	4/1/1999
A-17-003-09	NATO Reports
Description:	Semi-annual contributions submitted to NATO (for inclusion in NATO's publications) on assessments and analysis of issues and situations in Eastern Europe and the Soviet Union that impact on NATO.
Disposition:	PERMANENT. Cut off when 5 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-89-25, item 13
Date Edited:	4/1/1999
A-17-003-10	Weekly Activities Reports
Description:	Summaries of activities and reports generated in-house on a weekly basis.
Disposition:	PERMANENT. Cut off at the end of the calendar year. Hold one year and retire to SCI storage at the National Archives or to the RSC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 5
Date Edited:	4/1/1999
A-17-003-11	Working Files
Description:	Files maintained by each analyst which contain duplicate copies of documents that are located in the official files and which also contains preliminary or rough drafts of documents and notes used in the preparation of final documents and reports. (NOTE: If there are no centralized office files, the disposition of the analysts' working files is the same as Program Files of the office.)
Disposition:	Periodically review and screen out when no longer needed. Analyst is responsible for ensuring that office program files are complete and that all essential documents are filed there.
DispAuthNo:	N1-59-89-25, item 15
Date Edited:	4/1/1999
A-17-003-12	In-House Generated Publications
Description:	Publications generated monthly or bi-weekly that summarize the activities and issues covered by a particular functional office.
Disposition:	PERMANENT. Cut off every 10 years. Retire master set to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 6
Date Edited:	4/1/1999

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A-17-003-13 Chronological Files

Description: Record copies of outgoing correspondence, papers, reports, etc. drafted by offices in the Bureau of Intelligence and Research and arranged chronologically. This information is not located in the Program files of the office.

Disposition: PERMANENT. Block annually. Retire to RSC between 3 and 5 years depending upon the requirements of the office. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-16, item 1

Date Edited: 4/1/1999

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Office of the Geographer

A-17-004-01 Historical Files on Boundary Issues

Description: Historical files on boundary issues covering the negotiations defining boundaries among countries throughout the world. Files include reports of commissions, meeting reports, memorandums, studies, minutes of meetings, diplomatic notes, telegrams, airgrams, and maps.

Disposition: PERMANENT. Cut off when no longer needed and retire to RSC. Transfer to WNRC 5 years after cut off. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 8 **Date Edited:** 4/1/1999

A-17-004-02 Geographic Publications

Description: Publications (such as Limits in the Seas, International Boundary Studies, Geographic Notes, and Geographic Research Study) that are generated in-house by the Office of the Geographer.

Disposition: PERMANENT. Retire master set to RSC every 5 years for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 9 **Date Edited:** 4/1/1999

A-17-004-03 Camp David Peace Treaty Maps

Description: Original maps created for and used at the Camp David peace talks between Israel and Egypt.

Disposition: PERMANENT. Transfer to the National Archives when 5 years old.

DispAuthNo: N1-59-91-18, item 10 **Date Edited:** 7/27/2001

A-17-004-04 Percy Maritime Charts - 1958

Description: Charts created as part of a study projecting the division of the seabed.

Disposition: PERMANENT. Transfer to the National Archives immediately.

DispAuthNo: N1-59-91-18, item 11 **Date Edited:** 4/1/1999

A-17-004-05 Contributions to the Secretary's Morning Summary

Description: Office of the Geographer input for the Secretary's Morning Summary.

Disposition: TEMPORARY. Destroy when 5 years old.

DispAuthNo: N1-59-91-18, item 12 **Date Edited:** 7/27/2001

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A-17-004-06	First Order Administrative Division Files
Description:	Files containing information on internal administrative boundaries of other countries. Include cables, amps, government decrees, background notes, and studies.
Disposition:	TEMPORARY. Destroy when no longer needed.
DispAuthNo:	N1-59-91-18, item 13
Date Edited:	7/27/2001
A-17-004-07	Consular District Files
Description:	Files of maps identifying the boundaries of U.S. Consular districts.
Disposition:	TEMPORARY. Destroy when no longer needed.
DispAuthNo:	N1-59-91-18, item 14
Date Edited:	7/27/2001
A-17-004-08	Bering Sea File
Description:	Negotiations and discussions leading up to the final agreement between the United States and the Soviet Union on the maritime boundary of the Bering Sea.
Disposition:	PERMANENT. Retire to RSC upon approval of final agreement. Transfer to WNRC when 3 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 15
Date Edited:	7/27/2001
A-17-004-09	Crisis Management Packages
Description:	Collections of maps used during political crises.
Disposition:	TEMPORARY. Destroy when no longer needed.
DispAuthNo:	N1-59-91-18, item 16
Date Edited:	4/1/1999
A-17-004-10	History of the Office
Description:	Files documenting the creation, development, activities, and expansion, of the Office of the Geographer. Records include memorandums, correspondence, and reports.
Disposition:	PERMANENT. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 17
Date Edited:	7/27/2001

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A-17-004-11a	U.S. Boundary Charts
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Description:	a. U.S. Boundary - Base Line Charts. Charts, maps, and other records that establish the legal tidal water base line limit of the United States of America. This base line is midway between high and low tide marks at a certain time of the year. Because of erosion and accretion these charts are updated periodically to adjust the official limit.
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Disposition:	PERMANENT. Transfer to the National Archives 3 years after periodic update.
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DispAuthNo:	N1-59-88-29, item 1a	Date Edited:	4/1/1999
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A-17-004-11b	U.S. Boundary Charts
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Description:	b. U.S. Boundary - Demarcation Charts. Charts, maps, and other records that determine, establish, and delimit the legal international boundary between the United States of America and any foreign countries by agreement, convention, protocol, or treaty.
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Disposition:	PERMANENT. Transfer to the National Archives 3 years after the final resolution of agreement, etc.
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DispAuthNo:	N1-59-88-29, item 1b	Date Edited:	7/18/2007
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A-17-004-11c	U.S. Boundary Charts
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Description:	c. U.S. Boundary - Dispute Charts. Charts, maps, and other records that relate to any international legal disputes, litigation, arbitration, etc. which determine, establish, or delimit the boundary between the United States of America and foreign countries.
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Disposition:	PERMANENT. Transfer to the National Archives 3 years after final determination is made.
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DispAuthNo:	N1-59-88-29, item 1c	Date Edited:	7/19/2007
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Office of Politico-Military Analysis

A-17-005-01 Chronological Files

Description: Chronological file of all in-house generated correspondence, memorandums, and reports by the staff of the Office of Politico-military Analysis. May also include some incoming material.

Disposition: PERMANENT. Cut off every 5 years and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 18 **Date Edited:** 7/27/2001

A-17-005-02 Crisis Management Files

Description: Maps, reports, evacuation studies, photographs, telegrams, and other material used during a crisis within a particular country. Files include materials generated internally as well as that received from other agencies.

Disposition: PERMANENT. Cut off at the end of crisis. Retire to SCI storage at the National Archives when 1 year old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 19 **Date Edited:** 4/1/1999

A-17-005-03a Arms Trade Files

Description: a. Substantive information pertaining to arms trade activities of other countries. Information is arranged geographically and by subject. Files include articles, memorandums, finished products from other agencies and INR generated products and notes relating to arms trade.

Disposition: PERMANENT. Cut off and retire to SCI storage at the National Archives when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 20a **Date Edited:** 4/1/1999

A-17-005-03b Arms Trade Files

Description: b. Background information on contracts and negotiations on arms trade activities. Files consist primarily of internal and other agency cable traffic.

Disposition: TEMPORARY. Destroy when 30 years old.

DispAuthNo: N1-59-91-18, item 20b **Date Edited:** 4/1/1999

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A-17-005-04 Operation Staunch Files

Description: Records relating to the program to prevent Iran from purchasing weapons and other military equipment abroad.

Disposition: PERMANENT. Retire to SCI storage at the National Archives when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 21 **Date Edited:** 4/1/1999

A-17-005-05 Operation Stigma Files

Description: Records relating to the on-going arms embargo against Iraq in the wake of the invasion of Kuwait in 1990.

Disposition: PERMANENT. Store at the National Archives when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 22 **Date Edited:** 4/1/1999

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Office of Research

A-17-006-01 Contract Research Files

Description: Files are arranged by fiscal year and thereunder by contract number. Include all background material leading up to the awarding of the contract and all subsequent documentation relating to the project, e.g. interim reports, correspondence, and final product.

Disposition: See sub sections 23a and 23b for specific dispositions.

DispAuthNo: N1-59-91-18

Date Edited: 7/19/2007

A-17-006-01a Contract Research Files

Description: a. Final product and substantive comments thereon.

Disposition: PERMANENT. Retire to RSC 10 years after completion of the contract. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 23a

Date Edited: 7/19/2007

A-17-006-01b Contract Research Files

Description: b. Contract requisitions and related papers preliminary to award, administration, receipt, and payment.

Disposition: Destroy 3 years after payment.

DispAuthNo: N1-59-91-18, item 23b

Date Edited: 7/19/2007

A-17-006-02 Title VIII Grant Program

Description: Federally funded program begun in 1983 for issuing research grants on Soviet and Eastern European topics.

Disposition: See sub sections 24a thru 24f for specific dispositions.

DispAuthNo: N1-59-91-18

Date Edited: 7/23/2007

A-17-006-02a Title VIII Grant Program

Description: a. Application Files. Information submitted by applicants for the grant program.

Disposition: Destroy when 10 years old.

DispAuthNo: N1-59-91-18, item 24a

Date Edited: 7/23/2007

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A-17-006-02b	Title VIII Grant Program
Description:	b. Meeting Reports. Reports of meetings to determine awarding of grants.
Disposition:	PERMANENT. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 24b
Date Edited:	7/27/2001
A-17-006-02c	Title VIII Grant Program
Description:	c. Stenographic Records. Transcripts from the Advisory Committee deciding the issuance of grants.
Disposition:	PERMANENT. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 24c
Date Edited:	4/1/1999
A-17-006-02d	Title VIII Grant Program
Description:	d. Correspondence Files. Incoming correspondence from academic institutions and Congressional inquiries requesting information on the grant program and replies thereto.
Disposition:	Destroy when 10 years old.
DispAuthNo:	N1-59-91-18, item 24d
Date Edited:	4/1/1999
A-17-006-02e	Title VIII Grant Program
Description:	e. Budget Files. Background for testimony before Congress, annual reports for renewal of the charter, budget development for each fiscal year, Federal Register announcements, and other material.
Disposition:	Retire to RSC when 10 years old. Destroy when 20 years old.
DispAuthNo:	N1-59-91-18, item 24e
Date Edited:	7/27/2001
A-17-006-02f	Title VIII Grant Program
Description:	f. Grant Administrative Files. Summary file covering all grant recipients for each year and the amount of their award.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-91-18, item 24f
Date Edited:	4/1/1999

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A-17-006-03	Soviet Interview Project
Description:	Research project which entailed interviewing Soviet emigres five years after their departure from the Soviet Union.
Disposition:	See sub sections 25a and 25b for specific dispositions.
DispAuthNo:	N1-59-91-18
	Date Edited: 7/23/2007
A-17-006-03a	Soviet Interview Project
Description:	a. Substantive reports.
Disposition:	PERMANENT. Retire to RSC 5 years after completion of the project. Transfer to WNRC one year later. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 25a
	Date Edited: 7/23/2007
A-17-006-03b	Soviet Interview Project
Description:	b. Routine correspondence and progress reports.
Disposition:	Destroy 2 years after completion of project.
DispAuthNo:	N1-59-91-18, item 25b
	Date Edited: 4/20/2010
A-17-006-04	History of the Office
Description:	Background material on the development, organization, and activities of the Office of External Research Programs.
Disposition:	PERMANENT. Cut off every 10 years and retire to RSC. Transfer to WNRC 1 year later. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 26
	Date Edited: 7/27/2001
A-17-006-05	InfoSouth Grant Program
Description:	Background material on the grant program used to oversee the operations of the InfoSouth database which identifies all articles and periodicals that are written about Latin America.
Disposition:	Destroy 5 years after grant program ceases.
DispAuthNo:	N1-59-91-18, item 27
	Date Edited: 4/1/1999

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A-17-006-06 Intelligence Producers Council

Description: Files of the INR representative to the Intelligence Producers Council.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-91-18, item 28 **Date Edited:** 4/1/1999

Office of Terrorism and Narcotics Analysis

A-17-007-01 Intelligence Exchange Files

Description: Information arranged by country regarding inter-governmental and inter-agency meetings on matters of interest. Files include notes, agendas, reports, telegrams, briefing papers, memorandums, and other material.

Disposition: PERMANENT. Cut off every five years and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 29 **Date Edited:** 4/1/1999

A-17-007-02 [Redacted]

Description: [Redacted]

Disposition: Destroy when 6 months old.

DispAuthNo: N1-59-91-18, item 30 **Date Edited:** 9/5/2001

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Office of Publications

A-17-008-01 Morning Summaries

Description: Daily analysis of current intelligence issues and activities that are submitted to the Secretary of State.

Disposition: PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 1 **Date Edited:** 4/1/1999

A-17-008-02 Morning Briefs

Description: Summary cover sheet generated each morning that highlights recent intelligence activities and issues that have occurred since the previous brief. Information consists of subject and a one or two line summation, source of information, and classification. Attached to cover sheet are copies of the sources of information.

Disposition: PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 2 **Date Edited:** 4/1/1999

A-17-008-03 Afternoon Briefs

Description: Summary cover sheet generated each afternoon that highlights recent intelligence activities and issues that have occurred since the previous morning brief. Information consists of subject and a one or two line summation, source of information, and classification. Attached to cover sheet are copies of the sources of information.

Disposition: PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 3 **Date Edited:** 4/1/1999

A-17-008-04 Terrorism Watch Summary

Description: Daily summary of recent terrorist activities researched from press reports, cables, and other agencies' reports.

Disposition: PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 4 **Date Edited:** 4/1/1999

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A-17-008-05	Narcotics Intelligence Summary
Description:	Daily summary of recent narcotics activities researched from press reports, cables, and other agencies' reports.
Disposition:	PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-10, item 5
Date Edited:	4/1/1999
A-17-008-06	Morning Selections
Description:	Daily report which consists of cover sheet identifying main subjects of intelligence cables received from other agencies. Attached are copies of the cables.
Disposition:	PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-10, item 6
Date Edited:	4/1/1999
A-17-008-07	Spot Intelligence Reports
Description:	Periodic reports prepared on special issues of importance.
Disposition:	PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-10, item 7
Date Edited:	4/1/1999
A-17-008-08	INR Watch Office Log
Description:	Daily log of all significant actions taken by INR Watch Office.
Disposition:	PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old. (Supersedes N1-59-91-10, item 8)
DispAuthNo:	N1-059-04-5, item 2
Date Edited:	3/29/2012
A-17-008-09a	Systems Administrator Management Files
Description:	a. Historical Files. Contains background information on previous information systems that were used prior to the current INRISS.
Disposition:	Destroy when no longer needed.
DispAuthNo:	GRS 20, item 1(c)
Date Edited:	4/1/1999

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A-17-008-09b	Systems Administrator Management Files
Description:	b. Budget Files. Background information on costs associated with implementation of the INRISS.
Disposition:	Destroy when no longer needed.
DispAuthNo:	GRS 20, item 1(c) Date Edited: 4/1/1999
A-17-008-09c	Systems Administrator Management Files
Description:	c. Directories. Consist of statistics generated by the system regarding available storage and amount of memory used by offices and individuals.
Disposition:	Delete when no longer needed.
DispAuthNo:	GRS 20, item 1(c) Date Edited: 4/1/1999
A-17-008-09d	Systems Administrator Management Files
Description:	d. Users Files. Administrative information on employees added and deleted from INRISS.
Disposition:	Destroy 3 months after departure of employee.
DispAuthNo:	GRS 20, item 1(c) Date Edited: 4/1/1999
A-17-008-10	Intelligence Research Reports (IRR)
Description:	Master set of all Intelligence Reports generated by the Bureau and maintained in a central location.
Disposition:	PERMANENT. Transfer to the National Archives when 30 years old (i.e. in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.
DispAuthNo:	N1-59-91-8, item 1 Date Edited: 4/1/1999
A-17-008-11	Weekend Edition
Description:	An adjunct to the Secretary's Morning Summary which elaborates on current intelligence topics. Published bi-weekly and distribution is limited to those receiving the morning summary.
Disposition:	PERMANENT. Transfer to the National Archives when 30 years old (i.e. in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.
DispAuthNo:	N1-59-91-8, item 2 Date Edited: 4/1/1999

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A-17-008-12 **INR Magazine**

Description: Biweekly or monthly office publication containing recent highlights and trends on intelligence issues.

Disposition: Destroy when one year old.

DispAuthNo: N1-59-91-8, item 4

Date Edited: 7/24/2007

A-17-008-13 **Current Economic Reporting System (CR)**

Description: This on-line series controls required economic reporting on a post-by-post basis throughout the world. It monitors reporting by matching due dates with submitted reports, and identifying overdue reports. Each report in the system contains a unique CERP number, and the texts of reports are available in the Foreign Affairs Information System (FAIS). Data in the CERP Master includes CERP number, report title, reporting country and post, classification, date due, date received, and identity of end user in the Department.

Disposition: Disposable. Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 9

Date Edited: 8/17/2007

A-17-008-14 **External Research Master**

Description: This series contains an annual inventory for the years 1974-77 of Federal Government supported research projects concerning foreign affairs. Data was accumulated from approximately fifteen agencies, and identifies the project, supporting agency, amount of funding, and the organization or individual conducting the project. Data was used to generate published reports, sorted by region.

Disposition: Disposable. Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 40

Date Edited: 8/17/2007

A-17-008-15 **INR Brief**

Description: Intelligence publication on one particular issue or subject.

Disposition: Permanent. Transfer to the National Archives when 30 years old (i.e., in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.

DispAuthNo: N1-59-91-8, item 3

Date Edited: 4/1/1999

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Office of Intelligence Liaison

A-17-009-01 Program Files

Description: Information documenting policies, procedures and programs on sensitive intelligence activities of the Department and interaction with the other intelligence agencies. Includes information on reconnaissance, narcotics, terrorism, counter-terrorism, surveillance, congressional committee files, etc. Officers working files that are not duplicated in the program files should be retired with the Program files.

Disposition: See sub sections 01a and 01b for specific dispositions.

DispAuthNo: N1-59-93-42

Date Edited: 7/25/2007

A-17-009-01a Program Files

Description: a. Codeword Material.

Disposition: PERMANENT. Cut off when 1 year old. Retire when 5 years old to the SCI facility at the National Archives. Transfer to the National Archives when 30 years old in 5 year blocks.

DispAuthNo: N1-59-93-42, item 1a

Date Edited: 7/25/2007

A-17-009-01b Program Files

Description: b. Non-codeword Material

Disposition: PERMANENT. Cut off when 1 year old. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

DispAuthNo: N1-59-93-42, item 1b

Date Edited: 7/25/2007

A-17-009-02 Briefing Books

Description: Briefing books generated for working group meetings, committees, transition teams, planning groups, etc.

Disposition: See sub sections 02a and 02b for specific dispositions.

DispAuthNo: N1-59-93-42

Date Edited: 7/30/2007

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A-17-009-02a	Briefing Books
Description:	a. Codeword Material
Disposition:	PERMANENT. Retire when 5 years old to the SCI facility at the National Archives. Transfer to the National Archives when 30 years old in 5 year blocks.
DispAuthNo:	N1-59-93-42, item 2a
Date Edited:	7/30/2007
A-17-009-02b	Briefing Books
Description:	b. Non-codeword Material
Disposition:	PERMANENT. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.
DispAuthNo:	N1-59-93-42, item 2b
Date Edited:	7/30/2007
A-17-009-03	Chronological Files
Description:	Copies of outgoing and some incoming documents arranged in chronological order containing codeword material.
Disposition:	PERMANENT. Retire when 1 year old to SCI facility at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 3
Date Edited:	7/27/2001
A-17-009-04	Historical Files
Description:	Special record collections of various interests to the office on incidents, events, relations with other agencies, countries, committees, etc. Contains memorandums, notes, cables, legislation, correspondence, briefing books, back channel traffic, summaries of inter-office/interagency meetings, etc.
Disposition:	See sub sections 04a and 04b for specific dispositions.
DispAuthNo:	N1-59-93-42
Date Edited:	7/30/2007
A-17-009-04a	Historical Files
Description:	a. Codeword Material.
Disposition:	PERMANENT. Retire when 10 years old or sooner to the SCI facility at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 4a
Date Edited:	7/30/2007

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A-17-009-04b	Historical Files
Description:	b. Non-codeword Material.
Disposition:	PERMANENT. Retire when 10 years old or sooner to RSC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 4b
Date Edited:	7/30/2007
A-17-009-05	ROGER Channel
Description:	Arranged primarily by country but includes broadly addressed outgoing telegrams. Master set of all cable traffic to and from posts with restricted distribution covering sensitive intelligence issues. Records also include files on the history and use of the ROGER Channel.
Disposition:	PERMANENT. Retire master set when 10 years old to RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 5
Date Edited:	3/30/2001
A-17-009-06	Lunch Memorandums
Description:	Memorandums summarizing weekly working lunches between the Department of State and CIA.
Disposition:	PERMANENT. Cut off files when 1 year old. Retire when 3 years old to SCI storage facility at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 6
Date Edited:	3/30/2001
A-17-009-07	[Redacted] Program files
Description:	Subject Files on the coordination [Redacted]. Includes initiates, conferences, evaluations, funding, etc.
Disposition:	PERMANENT. Cut off files when 1 year old. Retire when 5 years old to the RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 7
Date Edited:	7/27/2001
A-17-009-08a	[Redacted] Files
Description:	a. Program Files [Redacted].
Disposition:	PERMANENT. Cut off files when 1 year old. [Redacted] Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8a
Date Edited:	7/27/2001

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A-17-009-08b(1)	[Redacted] Files
Description:	b. Annual Review - State Department participation in the annual review of the program. (1) [Redacted]
Disposition:	PERMANENT. Retire when 2 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8b(1) Date Edited: 7/27/2001
A-17-009-08b(2)	[Redacted] Files
Description:	b. Annual Review - State Department participation in the annual review of the program. (2) Responses from posts.
Disposition:	PERMANENT. Retire when 2 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8b(2) Date Edited: 7/27/2001
A-17-009-08c	[Redacted] Files
Description:	c. [Redacted] History. Information covering 1977-88 containing studies, reports, issues, policies and procedures.
Disposition:	PERMANENT. Retire when 5 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8c Date Edited: 7/27/2001
A-17-009-08d	[Redacted] Files
Description:	d.[Redacted] Logs. [Redacted] Logs arranged by subject covering the 1960s and 1970s.
Disposition:	PERMANENT. Retire when 10 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8d Date Edited: 7/27/2001

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A-17-009-08e	[Redacted] Files
Description:	e. [Redacted] Notebooks. [Redacted] some with background information, arranged in notebooks by name of country.
Disposition:	PERMANENT. Retire when 10 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8e
	Date Edited: 7/27/2001
A-17-009-09	Congressional Liaison Files
Description:	Arranged either chronologically by Congressional Hearings or by subject. Contains briefing books, budget reviews, calendars, CIA statements, quarterly reviews, etc.
Disposition:	PERMANENT. Cut off when 1 year old. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 9
	Date Edited: 3/30/2001
A-17-009-10	INR Analysis
Description:	Arranged chronologically. Reports prepared for House and Senate committees. The reports examine major foreign policy issues using all available intelligence information.
Disposition:	PERMANENT. Retire when 10 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 10
	Date Edited: 7/27/2001
A-17-009-11	[Redacted]
Description:	Printed copy of the electronic log for [Redacted] material identifying date, subject [Redacted].
Disposition:	PERMANENT. Cut off when 1 years old. Retire when 20 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 11
	Date Edited: 5/7/2001
A-17-009-12	Defense Attaché System Files
Description:	Information on the placement and arrangements for military personnel overseas. Arranged alphabetically by country and cut off when 1 year old. Contains cables, memorandums, and correspondence with DOD.
Disposition:	See sub sections 12a and 12b for specific dispositions.
DispAuthNo:	N1-59-93-42
	Date Edited: 7/30/2007

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A-17-009-12a	Defense Attaché System Files
Description:	a. Codeword Material
Disposition:	PERMANENT. Retire when 5 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 12a
Date Edited:	7/30/2007
A-17-009-12b	Defense Attaché System Files
Description:	b. Non-codeword Material.
Disposition:	PERMANENT. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 12b
Date Edited:	7/27/2001
A-17-009-13	Concurrence Files
Description:	Information [Redacted] arranged by posts. Contains memorandums, cables, reports, etc.
Disposition:	PERMANENT. Cut off files when 2 years old. Retire when 10 years old to RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 13
Date Edited:	5/7/2001
A-17-009-14	Discovery Files
Description:	Information requested for litigation hearings and congressional committee requests. Contains all documentation that was generated on specific issues, events, or people.
Disposition:	PERMANENT. Retire when 5 years old to RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 14
Date Edited:	4/1/1999
A-17-009-15	Reference Material
Description:	Extra copies of publications, reports, and other material collected and used strictly as reference or research tools. This item does not cover any documentation created by or for INR/IL in carrying out its program responsibilities.
Disposition:	Destroy when superseded or no longer needed.
DispAuthNo:	Non-record
Date Edited:	4/1/1999

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A-17-009-16	Interagency Agreement Files
Description:	Information leading up to final agreements reached among the intelligence agencies[Redacted]. Includes Memorandums of Understandings, general correspondence, etc.
Disposition:	PERMANENT. Block annually. Retire all superseded agreements and background material to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-92-9, item 1
Date Edited:	7/27/2001
A-17-009-17	Subject Files
Description:	Consist of cables and memorandums [Redacted] .
Disposition:	PERMANENT. Block annually. Retire to SCI storage at the National Archives when 3 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-92-9, item 2
Date Edited:	7/27/2001
A-17-009-18	Roger Channel - Administrative Chronological Files
Description:	Chronological files pertaining to administrative actions taken [Redacted].
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-59-92-9, item 3
Date Edited:	7/27/2001
A-17-009-19	[Redacted] Files
Description:	Cables, memorandums and other correspondence [Redacted].
Disposition:	Upon separation or departure of employee, transfer to inactive file and destroy when one year old.
DispAuthNo:	N1-59-92-9, item 4
Date Edited:	7/27/2001
A-17-009-20	Personnel Card File
Description:	Pertinent information obtained from the inactive personnel files prior to their destruction.
Disposition:	Destroy 10 years after last activity of the employee.
DispAuthNo:	N1-59-92-9, item 5
Date Edited:	4/1/1999

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A-17-009-21	[Redacted]		
Description:	[Redacted]		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	N1-59-92-9, item 6	Date Edited:	5/7/2001
A-17-009-22	Country Files		
Description:	Information on administrative issues arranged by post. Contains cables.		
Disposition:	Review the information annually and destroy when no longer needed.		
DispAuthNo:	N1-59-92-9, item 7	Date Edited:	4/1/1999
A-17-009-23	Program Files		
Description:	Information arranged by subjects and countries on INR/IL/RD's coordination of posts reporting on three programs: (1) Country Director Evaluation, (2) Post Reporting Plan, and (3) Schedule Program Reports. Information consists of the office contacting posts to submit certain reports and then coordination of the appropriate INR's clearances on these reports. Consists mainly of cable traffic.		
Disposition:	PERMANENT. Block annually. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-95-9, item 1	Date Edited:	4/1/1999
A-17-009-24	Chronological Files		
Description:	Duplicate copies of outgoing correspondence such as telegrams, memorandums, letters, maintained in chronological order and used for reference purposes.		
Disposition:	Destroy when 1 year old.		
DispAuthNo:	N1-59-95-9, item 2	Date Edited:	4/1/1999
A-17-009-25	Research Review Clearance Files		
Description:	Information documenting the policies and procedures of the Research Council which determines which research projects will be conducted by outside contractors. The Department grants final approval on each project.		
Disposition:	Block annually. Destroy when 5 years old.		
DispAuthNo:	N1-59-95-9, item 3	Date Edited:	4/1/1999

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A-17-009-26 Research Review Files

Description: Requests from other intelligence agencies for Department of State's clearance on proposals for research projects and clearance for outside contractors to perform the projects. Files are arranged by project and include incoming requests and Department of State's response.

Disposition: Block annually. Destroy when 5 years old.

DispAuthNo: N1-59-93-13, item 1

Date Edited: 4/1/1999

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Office of the Executive Director

A-17-010-01 INR Information Support System (INRISS)

Description: The central automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System SAS.

Disposition: See sub sections 01a thru 01d

DispAuthNo: N1-59-94-13 **Date Edited:** 8/9/2007

A-17-010-01a(1) INR Information Support System (INRISS)

Description: a. Public Databases.

(1) Collateral

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-13, item 1a(1) **Date Edited:** 4/1/1999

A-17-010-01a(2) INR Information Support System (INRISS)

Description: a. Public Databases.

(2) State

Disposition: PERMANENT. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.

DispAuthNo: N1-59-94-13, item 1a(2) **Date Edited:** 4/1/1999

A-17-010-01a(3) INR Information Support System (INRISS)

Description: a. Public Databases.

(3) SCI

Disposition: PERMANENT. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.

DispAuthNo: N1-59-94-13, item 1a(3) **Date Edited:** 4/1/1999

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A-17-010-01a(4)	INR Information Support System (INRISS)
Description:	a. Public Databases. (4) FBIS
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-94-13, item 1a(4) Date Edited: 4/1/1999
A-17-010-01a(5)	INR Information Support System (INRISS)
Description:	a. Public Databases. (5) News
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-94-13, item 1a(5) Date Edited: 4/1/1999
A-17-010-01b(1)	INR Information Support System (INRISS)
Description:	b. Non-public Databases. (1) CLO
Disposition:	PERMANENT. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.
DispAuthNo:	N1-59-94-13, item 1b(1) Date Edited: 4/1/1999
A-17-010-01b(2)	INR Information Support System (INRISS)
Description:	b. Non-public Databases. (2) SPE
Disposition:	PERMANENT. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.
DispAuthNo:	N1-59-94-13, item 1b(2) Date Edited: 4/1/1999

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A-17-010-01c	INR Information Support System (INRISS)
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Description:	c. Profiles
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Disposition:	Destroy when no longer needed.
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DispAuthNo:	N1-59-94-13, item 1c	Date Edited:	4/1/1999
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A-17-010-01d	INR Information Support System (INRISS)
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Description:	d. Message, telegram and report documentation. Documentation includes, but is not limited to, the user manuals, systems descriptions, baseline requirements reports, reports, the record layout/file structure and codes for any fielded data element within a record or its envelope. When available, the documentation for each separate file will include any additional information about the content and organization of the file and/or context in which the messages were collected within the physical file.
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Disposition:	PERMANENT. Transfer a copy of the systems documentation to the National Archives with the records described in Items 1(a)(2), 1(a)(3), 1(b)(1), and 1(b)(2). Transfer any updates to the documentation with subsequent transfers of records.
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DispAuthNo:	N1-59-94-13, item 1d	Date Edited:	4/1/1999
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